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Governor

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS



Susan Bass Levin
Commissioner

NEW JERSEY BOARD OF RECREATION EXAMINERS UPDATE

C.E.U.s REQUIRED STARTING IN YEAR 2000

The New Jersey Board of Recreation Examiners adopted Continuing Education Unit regulations for the certification of Recreation Administrators and Recreation Supervisors on July 6, 1998. These regulations require the submission of Continuing Education Units (CEU) with your annual renewal.

Continuing Education Units:

Continuing Education Unit (CEU) means 10 contact hours of instructional participation in an organized continuing education experience which meets the criteria of N.J.A.C. 5:53-1.4. Continuing education units may be obtained by participation in an established course sponsored by an accredited college or university, at the rate of one CEU for each semester credit hour in a course in the parks, recreation, and leisure services field. CEUs may also be obtained by participation in an established continuing education program. Continuing education programs approved by the New Jersey Recreation and Park Association Certification Board are automatically accepted by the New Jersey Board of Recreation Examiners. CEU does not include an activity or program such as association membership and leadership activities; committee meetings, entertainment and recreation; or individual scholarship, that is, personal reading or study.

Renewal:

Approximately six months in advance, the Secretary of the Board of Recreation Examiners will send a letter and renewal application to those whose certificates are about to expire. You must submit the completed application, with a check in the amount of \$10.00 (exception: see Year 2000), payable to Treasurer State of New Jersey. Mail the application and check to:

Secretary

New Jersey Board of Recreation Examiners
Department of Community Affairs
Division of Community Resources - 5th Fl.
PO Box 811
Trenton, NJ 08625-0811

You must ensure that an official transcript or equivalent is sent directly from the college or university which provided the continuing education, to the address above. Continuing education units earned in other approved programs shall be documented by you submitting a copy of the CEU award form given to you by the training entity. It is your responsibility to maintain a copy of the CEU award form. The CEUs shall have been obtained within the five years immediately preceding the renewal application and credits obtained before or after the certification period shall not be counted towards the renewal. A 90-day grace period shall be allowed for submitting documentation, but this grace period shall not be used by the applicant to obtain credits. If the renewal application is approved by the Board, you will receive a recertification card showing a new date. Renewal of the recertification will occur upon satisfactory completion of the regulatory requirements of Chapter 5:53.

The Year 2000:

Commencing in the year 2000, the Board will be requiring CEUs for recertification. In order to allow people to phase into the plan, in the year 2000 only, you must select whether your first renewal period will be for a period of one year, two years, three years, four years, or five years. You must submit \$2.00 for each year of renewal requested. The required CEUs will be due in either 2001, 2002, 2003, 2004 or 2005 depending on the number of years requested. Refer to the table for further clarification.

After the year 2000:

After the year 2000 in order to maintain professional certification in the parks, recreation, and leisure services field, certification shall be renewed every five years. The renewal shall be due five years from the date of recertification. You must submit 5.0 CEUs and a check in the amount of \$10.00, made payable to Treasurer, State of New Jersey with your renewal application. Following is a table of your

renewal date based on the years renewal you choose in the year 2000.

RENEWAL TABLE

<u># YEARS</u> <u>in 2000</u>	<u>FEE DUE</u> <u>In 2000</u>	<u>RENEWAL</u> <u>DATE</u>	<u># OF CEU DUE</u>	<u>DATES TO</u> <u>EARN CEUs</u>	<u>NEXT</u> <u>RENEWAL DATE</u>	<u>Dates 5.0 CEU's</u> <u>MUST BE EARNED</u>
1 year	\$2.00	2001	1.0	2000	2006	2001-2005
2 years	\$4.00	2002	2.0	2000-2001	2007	2002-2006
3 years	\$6.00	2003	3.0	2000-2002	2008	2003-2007
4 years	\$8.00	2004	4.0	2000-2003	2009	2004-2008
5 years	\$10.00	2005	5.0	2000-2004	2010	2005-2009

Denial of renewal:

If a renewal application is denied, you will receive a letter explaining the reason for the denial. All records will be maintained by the Board for a period of two years after certification is denied. You may appeal the denial, in writing to the Board within 45 days of the receipt of the denial, including documentation explaining why the certificate should be renewed. Appeals should be sent to the address listed earlier in this article. The Board shall, within 45 days of receipt of the appeal letter, in accordance with the provisions of the Administrative Procedure Act, N.J.S.C. 52:14B-1 et seq. and 52:114F-1 et seq. and the Uniform Administrative Procedure Rules, N.J.A.C.1:1, either hold a hearing on the appeal or refer the appeal to the Office of Administrative Law. The Board shall issue the final decision within 45 days of either the conclusion of the hearing conducted by the Board or the receipt of the initial decision issued by the Office of Administrative Law.

Reinstatement of lapsed certification:

If you have failed to obtain the requisite 50 hours of continuing education within the five year renewal period and wish to reinstate your certification, you must apply for recertification. The credits shall be earned and the recertification application received within one calendar year from the time it was originally due. Any resulting recertification will then expire in four more years. Prior

to that expiration, the applicant shall obtain 5.0 additional CEUs. Only one recertification shall be accepted within two consecutive renewal periods, that is, within a period of 10 years.